

# UNENE Graduate Handbook 2023-2024



UNENE

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McMaster  
University



ENGINEERING  
Engineering Physics

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# ***Welcome to Graduate Studies with the UNENE Graduate Program!***

This Graduate Student Handbook outlines the policies and procedures followed by the UNENE program. At McMaster, The UNENE program is closely associated with the Department of the Engineering Physics.

The purpose of this handbook is to inform you about the facilities and opportunities offered by the University and UNENE for your graduate studies. At the same time, it also describes your roles and responsibilities vis-à-vis the University and UNENE.

You are advised to familiarize yourself with the regulations in the School of Graduate Studies Calendar, available at:

<https://academiccalendars.romcmaster.ca/index.php>

Particular regulations for graduate study, which have been created with UNENE, are specified in this Handbook.

As changes in the School of Graduate Studies or Departmental regulations occur, UNENE will keep you informed.

**In the event that the Handbook disagrees with the Graduate Calendar, the Calendar takes precedence over the Handbook in all matters and decisions.**

## *School of Graduate Studies Information*

### **UNENE CONTACTS**

Dr. Nikola Popov	UNENE Program Director	<a href="mailto:npopov@mcmaster.ca">npopov@mcmaster.ca</a> <a href="mailto:nik.popov@unene.ca">nik.popov@unene.ca</a>
Dr. Benjamin Rouben	UNENE Secretary/Treasurer	<a href="mailto:roubenb@mcmaster.ca">roubenb@mcmaster.ca</a> <a href="mailto:ben.rouben@unene.ca">ben.rouben@unene.ca</a>
Jerry Hopwood	UNENE President	<a href="mailto:jerry.hopwood@unene.ca">jerry.hopwood@unene.ca</a>
Raluca Petria	Graduate Admin Assistant	<a href="mailto:unene@mcmaster.ca">unene@mcmaster.ca</a>

The Grad Admin Assistant is reachable anytime during working hours, daily 8:30am-4:30pm.

### **SCHOOL OF GRADUATE STUDIES CONTACTS**

Gilmour Hall, Room 212, x23679, <https://graduate.mcmaster.ca/>

Use the following emails for your inquiries:

- [unene@mcmaster.ca](mailto:unene@mcmaster.ca) — Program-specific questions
- [askgrad@mcmaster.ca](mailto:askgrad@mcmaster.ca) — General inquiries for the School of Graduate Studies (not pay, admissions, or record related)
- [sgsonl@mcmaster.ca](mailto:sgsonl@mcmaster.ca) — Questions regarding technical issues around application and admission
- [sgsrec@mcmaster.ca](mailto:sgsrec@mcmaster.ca) — Questions regarding petitions, grades, scheduling, and records
- [graduatescholarships@mcmaster.ca](mailto:graduatescholarships@mcmaster.ca) — Questions regarding scholarships
- [student.accounts@mcmaster.ca](mailto:student.accounts@mcmaster.ca) — Questions about your tuition and fees and the current status of your account.

See also the full staff directory contact list at the following link: <https://gs.mcmaster.ca/contacts/>

### **RESPONSIBILITIES OF GRADUATE STUDENTS TO THE UNIVERSITY**

Just as the University has responsibilities to you as a graduate student, you have responsibilities to the University. Your responsibilities include but are not limited to: registering annually until graduation, withdrawal, or withdrawal in good standing due to time limit; paying fees as required; and complying with the regulations of the School of Graduate Studies as set out in the School of Graduate Studies Calendar.



When applicable, you are responsible for complying with such conditions as may be laid out in a letter of offer accepted by you. You are also responsible for complying with the regulations of the Ontario Council of Graduate Studies and McMaster University with respect to full-time and part-time status and for informing the School of Graduate Studies of any change in employment status.

You are further responsible for informing the School of Graduate Studies, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, Canadian residency status, etc. You must also report through the Department any change in your student status, course registration, or withdrawal.

With respect to research and study, you are responsible for maintaining contact with the UNENE Graduate Administrative Assistant and the UNENE Program Director.

To receive your degree, you must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. If you have outstanding financial accounts at the end of the academic year, you will not receive your academic results, diplomas, or transcripts.

Registration allows you to access libraries and certain other academic facilities, which in turn implies a commitment on your part to use such facilities in accordance with applicable rules.

## **NEW STUDENT INFORMATION**

Upon your admission to the program, it is important to familiarize yourself with UNENE contacts, expectations, rules, and regulations. The following is some important information to get started.

### **MacID Activation:**

Activate your MacID and McMaster email through the instructions provided by UTS. Your McMaster email will be the means of communication throughout your studies in UNENE.

Information here: <https://uts.mcmaster.ca/services/accounts-and-passwords/macid/>

Sign into both your email and Mosaic once your MacID is activated, and complete any registration steps required.

### **Communication:**

Your email will be added to the student distribution list. The Grad Admin Assistant will contact you with important introductory information, and will continue to maintain consistent and proactive communication via email throughout the year.

You are expected to check your email regularly, and you may want to check your junk/spam mail as well. Any communication sent to you by the university is deemed to have been received and read.

You can reach out to the Grad Admin Assistant and the UNENE Education Program Director for assistance at any time.

### Condition Clearing:

Conditions are indicated in your offer letter, if applicable.

Not all admitted students have conditions to clear in their offer letters. If you don't, you can move past the following information.

If you do have conditions, they must be cleared by the date indicated in your offer letter.

**Failure to clear your conditions by the date specified in your offer will result in your offer being rescinded.** Conditions may include submission of:

- Official transcripts
- Confirmation of degree completion
- Official translations in English
- Study permits (\*for international students)

Condition clearing documents can be mailed or emailed to the UNENE Admin Assistant directly by the issuing institution. If you have original physical copies with you, these must be in a sealed envelope from the issuing institution. We cannot accept open copies of official documents or copies that have been tampered with in any way.

DO NOT UPLOAD ORIGINAL DOCUMENTS TO SLATE APPLICATION.

### New Student Orientation Meeting

The UNENE Admin Assistant will set up a New Student Orientation Meeting at a time that is convenient for you, to review the important new student information and ensure you are familiar with proceedings and regulations of the program.

### Mandatory Courses from the School of Graduate Studies (SGS):

Register for the following mandatory courses offered by the School of Graduate Studies (SGS):

SGS – 101 Academic Research Integrity and Ethics

SGS – 201 AODA training (Accessibility for Ontarians with Disabilities)

Registration information and access to the courses is provided by SGS, completed online at McMaster's learning management system, Avenue to Learn.

### **MCMASTER CAMPUS**

McMaster's main campus is located in West Hamilton. It is bicycle and pedestrian friendly and easily accessed by municipal (HSR bus service) and GO Transit.

Campus Map: <https://www.mcmaster.ca/welcome/campusmap.cfm>

UNENE courses are not offered in person on campus at McMaster, and UNENE graduate students are not required to study on McMaster University premises.

## **DEPARTMENTAL OFFICE**

UNENE's Departmental Office is in the John Hodgins Engineering Building, Room A316.

The Grad Admin Assistant is in the office in person 1-2 days per week, and in-person meetings can be arranged on a need-basis.

## **SPACE**

UNENE does not provide office/workspace to students on campus.

## **CONNECTING TO THE INTERNET ON CAMPUS**

Please visit the University Technology Services site for information on how to connect to the WiFi on campus: <https://uts.mcmaster.ca/services/infrastructure/connect-to-wifi/>

## **CAREER PLANNING**

The vast majority of UNENE students are already employed in the nuclear industry in Ontario, and thus it is expected that they conduct career planning activities at their home organization.

## **SAFETY & SECURITY ON CAMPUS**

### **Emergency Contact Information**

For on-campus emergencies: 905-522-4135

<https://security.mcmaster.ca/contact-us>

UNENE graduate students normally attend the UNENE courses on the premises of Durham College in Whitby. However, students may come to McMaster campus as well. McMaster Security Officers act under the authority of the Ontario Police Act to enforce federal and provincial regulations. However, students who violate these regulations may be subject to arrest, prosecution, and/or disciplinary action under McMaster's Student Code of Conduct.

## **SOCIAL MEDIA**

Stay in touch with UNENE!

UNENE Office: Raluca Petria, [unene@mcmaster.ca](mailto:unene@mcmaster.ca).

UNENE website: <https://unene.ca> and Digital News Page: <https://unene.ca/network-digital-news/>.

Also, stay in touch with the McMaster Department of Engineering Physics!

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



Connect with McMaster Graduate Student Life on social media and visit their website at:

<http://gs.mcmaster.ca/>

Follow on Twitter ([www.twitter.com/mcmastersgs](http://www.twitter.com/mcmastersgs)) and Instagram

([www.instagram.com/mcmastergradstudies](http://www.instagram.com/mcmastergradstudies))

# ***UNENE PROGRAM INFORMATION***

## **UNENE GRADUATE PROGRAMS AND COURSE REQUIREMENTS**

UNENE offers an M.Eng. program and a Graduate Diploma program. Both programs are currently completed on a **part-time basis**.

To obtain a UNENE M.Eng.: 10 courses are required, of which:

- 4 must be core/mandatory courses (from 4 available)
- 6 can be elective courses (from 12 available); 2 elective courses can be replaced by a Project course.

To obtain a UNENE Diploma: 4 courses are required, of which:

- 2 must be core courses (from 4 available)
- 2 can be elective courses (from 14 available, 12 electives and the remaining 2 core courses).

The passing mark in any UNENE course is a B-.

Students in the UNENE program are considered part-time students, as defined in the Graduate Calendar:

<https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9525#2.5.2> Provincial Definition of Full- and Part-time Status.

All UNENE graduate students will be advised in their academic progression by the UNENE Program Director, Dr. Nik Popov.

More information about the UNENE M.Eng. and Graduate Diploma Programs is available on this website:

<https://www.unene.ca/education>

More information about the UNENE graduate courses is available on this website:

<https://unene.ca/education/courses>

The Graduate Calendar will prevail if there are any discrepancies on course requirements for the M.Eng. degree and the Diploma degree.

## **GRADUATE COURSE OFFERINGS**

A complete listing of all graduate courses can be found on the UNENE Graduate Courses page at:

<https://www.unene.ca/education/courses>

The above page lists an outline for each course; each course also has its own webpage on the UNENE website, which includes further information and is updated in advance of each upcoming course delivery.

In-person lectures are currently delivered at Durham College in Whitby, Ontario, with backup locations also in the Whitby/Pickering/Ajax area. Students do not need to come to McMaster campus in person to attend courses.

## **DELIVERY OF UNENE LECTURES**

Since the program's inception, all UNENE courses have been given at Durham College in Whitby. However, this does not exclude the possibility of changing the course location in the future. Any such change will be communicated to students in a timely manner.

At present, all UNENE graduate courses are being delivered in person, and in-person attendance is strongly encouraged for all students.

However, UNENE understands that there may be circumstances that can prevent students from attending in person, such as illness, urgent work requested by their employer, or family emergencies, being out of province/country, etc. For this reason, courses are also simultaneously delivered for distance education via Zoom. Students who cannot attend in person are encouraged to inform the course instructor on a timely basis, and if possible, to attend online rather than missing a lecture.

Sometimes, absence is unavoidable. For those students who miss a class, and for all students to use as a study/revision tool, lectures are recorded and made available online.

Any changes to the program delivery mode will be updated and reflected in this handbook.

## **REGISTRATION AND ENROLMENT**

All students must register for forthcoming courses online using Mosaic. Registration information is available on <https://gs.mcmaster.ca/ive-accepted-my-offer/how-to-enroll>.

Students are required to be enrolled in a course every single term to be considered active in the program. Please ensure you are enrolled in a course **every** term.

If you are not planning on taking a course in a given term (for example, because you have already taken it, or because it is an elective course not of relevance to your personal study path), enroll in the placeholder course SGS-711 instead. The placeholder course comes at no cost and is used to ensure that active student status is maintained even when no course is taken.

## **INTERNATIONAL STUDENT ENROLMENT**

International students follow the same enrolment procedures for online registration for UNENE courses, but are not permitted to enrol in courses until proof of arrival is presented. A copy of the Study Permit obtained upon arrival at the Canadian port of entry is required. Students must submit this to the Grad Admin Assistant, at which time enrolment will be opened by the School of Graduate Studies in Mosaic.

## **PROGRAM PROGRESS AND COMPLETION TIME**

The graduate calendar outlines regulations for degree progression, including program completion time limits: [https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9526#3-3-regulations\\_masters](https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9526#3-3-regulations_masters).

Students are considered “Out of Time” when they reach more than 15 terms (5 years) for a part time Masters. For a graduate diploma, this limit is 9 terms (3 years).

Time in the program begins accumulating from the admission term. This continues to accumulate through terms in which no courses are taken (and SGS-711 is selected instead). Students who reach the time limit will need to submit petitions or requests for extension, with the help of the UNENE Admin Assistant and Education Program Director, to the School of Graduate Studies. These requests can extend the allotted time in the program on an as-needed basis, provided the supporting reasoning is strong.

Students who know in advance they do not plan to enroll for two or more consecutive terms should submit a request for a Leave of Absence (LOA); further information follows in the Leave of Absence section below.

## **FAILING GRADES AND INCOMPLETE GRADES**

Please see the graduate calendar:

[https://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2.6.4 Failing Grades and Incomplete Grades](https://academiccalendars.romcmaster.ca/content.php?catoid=20&navoid=3572#2.6.4_Failing_Grades_and_Incomplete_Grades)

## **PROJECT COURSE**

UNENE M.Eng. graduate students can select the option of replacing two elective courses with one Project Course.

The Project Course must be completed in two consecutive terms. To take the project course, students must first complete all four mandatory/core courses and at least two elective courses. An academic supervisor and an industrial supervisor are assigned to lead the student through the project course work.

A student wishing to take the Project course should reach out well in advance to discuss logistics with the UNENE Program Director and the Grad Admin Assistant.

A guideline document for students interested in the Project Course is available on the UNENE website at: <https://unene.ca/education/courses/unxx00-industrial-research-project/>

## **GRADUATE WORK SUPERVISION GUIDELINES FOR FACULTY AND STUDENTS**

[https://gs.mcmaster.ca/app/uploads/2019/10/graduate\\_work\\_supervision\\_guidelines\\_1.pdf](https://gs.mcmaster.ca/app/uploads/2019/10/graduate_work_supervision_guidelines_1.pdf)

This document provides suggestions to initiate, promote, and sustain successful Student/Supervisor/Advisor relationships. It is directed at full-time research based graduate students, but the information is beneficial for UNENE students in the context of the Project course.

Please also see the Graduate Calendar for more information about supervision:

[https://academiccalendars.mcmaster.ca/content.php?catoid=48&navoid=9526#3-3-regulations\\_masters](https://academiccalendars.mcmaster.ca/content.php?catoid=48&navoid=9526#3-3-regulations_masters)

## **PROJECT COURSE AND RESEARCH LAB SAFETY**

UNENE students are not required to perform experimental and laboratory work during the standard graduate courses. Therefore, UNENE students do not need to visit McMaster laboratory premises and are not required to complete any special laboratory training courses.

The potential exception to this is the Project course, which can be performed in various ways, including the possibility of research in an industrial, scientific, or university laboratory, among other options.

In such a case, each lab area will have its own set of safety rules that UNENE students must be familiar with and strictly adhere to. Lab safety will be discussed with the UNENE Education Program Director and the student supervisor prior to the work commencing.

It is also possible that use of the laboratory space will require the completion of mandatory training courses prior to the work commencing. Registration and completion procedures for such regulatory training courses will be shared if/when they are required.

## **GENERAL COURSE SAFETY PROCEDURES**

All safety procedures for in-person course lectures at Durham College, or any other location where course lectures are physically provided, must be followed. Safety procedures are shared with students at the start of every course.

Course-adjacent safety is also encouraged, but ultimately falls under the students' personal responsibility. For example, for students who commute to attend lectures in person by driving personal vehicles, late-night or unsafe driving is discouraged. Students are advised to stay in a hotel close to Durham College premises over the lecture weekends, and UNENE makes every effort to suggest hotels that provide good quality services and are affordable. UNENE helps students by ensuring that the classes that happen to be subject to bad/inclement weather conditions are postponed and moved to another day. Again, ultimately students are responsible for safely arriving to Durham College premises and driving back home.

Additionally, any incident during a UNENE course, which could have resulted in injury, must be reported to the course Instructor, to the UNENE Program Director (Dr. Nik Popov, [npopov@mcmaster.ca](mailto:npopov@mcmaster.ca)), and to the UNENE office (Raluca Petria, [unene@mcmaster.ca](mailto:unene@mcmaster.ca)) immediately.

## **AUDITING NON-UNENE COURSES AT MCMASTER**

It is possible for UNENE graduate students to audit a graduate course under regulations given in the School of Graduate Studies Calendar. Auditing allows a student to participate in a course without being assigned a mark. The course will appear on the transcript as an audited course, but cannot be used to satisfy any degree program requirements. To audit a course, permission must be granted by the instructor.

Students auditing a course will still be required to pay tuition for the course being audited.

To apply to audit a course, a student must complete the Audit Graduate Course Form provided by SGS here: <https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

## **CO-OP**

UNENE programs do not include a co-op option.

## **TRANSFERS BETWEEN UNENE M.ENG. AND UNENE DIPLOMA PROGRAM**

UNENE students that were admitted to the Diploma Graduate Program can transfer to the M.Eng. program after they have taken not more than two graduate courses. Final decision of any such transfer is the responsibility of the McMaster Graduate Studies, and students are advised to inform the UNENE Program Director as early as they can about their intention to transfer so that the credits they earned can be successfully transferred.

UNENE students that were admitted to the M.Eng. program can transfer to the Graduate Diploma Program at any time during their study with full credit for their credits.

## **ACADEMIC ADVISEMENT AND COUNSELLING SERVICES**

Student Success Centre: <https://studentsuccess.mcmaster.ca/>

Guide to accessing Academic Advisement Reports:

[https://gs.mcmaster.ca/app/uploads/2020/02/academic\\_advisement\\_-\\_accessing\\_advisement\\_reports.pdf](https://gs.mcmaster.ca/app/uploads/2020/02/academic_advisement_-_accessing_advisement_reports.pdf)

In the Spring term in advance of each upcoming Academic year, the UNENE Education Program Director invites all students to participate in one-to-one academic advisement meetings to discuss student progress in the program and their plans for the future. UNENE requests student feedback for the coming academic year on the course schedule that best fits students' study plans. Additionally, students are also provided with an overall summary of any changes in the UNENE programs.



In the late Spring or early Summer Term, students are invited to participate in a yearly student cohort meeting, an additional opportunity to provide feedback and receive updates about the program.

Additionally, private/direct student advisement services specific to each student can be received contacting the UNENE Program Director at any time.

Students can get advice from the UNENE Graduate Administrative Assistant at any time.

### **STUDENT ACCESSIBILITY SERVICES (SAS)**

Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. Please visit <http://sas.mcmaster.ca/> for more information.

UNENE takes student accessibility very seriously, and cooperates with SAS to ensure that approved accommodations are respected. In the unlikely event that there is a failure to meet accommodations by peers, professors, or the UNENE administration, the incident should be reported immediately. All necessary steps will be taken to rectify the situation.

Students who were previously undergraduates at McMaster should note that approved accommodations do not automatically apply during graduate studies. Students needing accommodations should return to SAS soon after commencement of their graduate program to implement or update their student status and to activate accommodations.

### **COURSE FEES**

Fees are paid on a course-by-course basis. Information regarding fee payment can be found on the Office of the Registrar's website at: <https://registrar.mcmaster.ca/terms-and-conditions-of-enrolment/#tab-00>.

Failure to make fee payments on time can result in interest being charged. Information on fee payment deadlines and interest charges can be found on the website at: <https://registrar.mcmaster.ca/dates-and-deadlines/#tab-40>

In addition to course fees, mandatory supplemental fees are payable to McMaster with the first course you register for and at the start of each academic year, for the duration of your studies: <https://registrar.mcmaster.ca/fees/graduate/#tab-10>

### **SCHOLARSHIP & TEACHING ASSISTANTSHIP**

UNENE does not offer scholarships and teaching assistantships to UNENE students.

## **PETITION FOR SPECIAL CONSIDERATION**

It may be necessary at various times for a student to complete a petition for submission to SGS. Please contact the Graduate Administrative Assistant if you need to complete a petition.

The following page contains a list of many forms, though is not exhaustive:

<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>

## **LEAVES OF ABSENCE (LOA) AND PARENTING LEAVE**

As mentioned above in the “Program Progress and Completion Time” section, if a student knows that there will be two or more consecutive terms with no enrolment, a Leave of Absence can be requested.

Leaves of absence are generally granted on a term-by-term basis, but could be on a year to year basis. During a leave of absence, your term count stops, and you are no longer considered a student. Re-admission does not require any extra paperwork. You do not pay tuition while you are on a leave, but you may have to pay supplemental fees if you return at any point in the academic year. Ending the leave early may require approval.

For students withing to take parenting leave, the parenting leave policy is intended to assist you as a parent in successfully combining your graduate studies and family responsibilities. The duration of the leave will not be counted towards the time limits required to complete or make progress in your graduate studies program. See:

[https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9525&hl=%22parental+leave%22&returnto=search#2-5-7\\_leaves\\_of\\_absence](https://academiccalendars.romcmaster.ca/content.php?catoid=48&navoid=9525&hl=%22parental+leave%22&returnto=search#2-5-7_leaves_of_absence)

## **REQUEST FOR SPECIAL LETTERS**

If you require a special letter for any reason, please email the UNENE Grad Admin Assistant and provide all details for the requirements in the email. Please be specific, especially if you require financial details. Please allow at least three business days for the letter to be completed.

## **TRANSCRIPTS**

Copies of your unofficial transcript are available through Mosaic. Digital official transcripts can also be requested through Mosaic for a small fee. Physical copies can be requested and obtained from the Office of the Registrar.

## **PARKING AND TRANSIT SERVICES**

UNENE courses are not organized at McMaster premises. UNENE does not provide parking or parking passes at the McMaster University parking lots. If the location of course has parking for a fee, it is the student's responsibility to pay the fee.

## **BOOKSTORE**

UNENE students are not required to use the McMaster bookstore. However, "The Essential CANDU" textbook, an ideal resource for many UNENE courses, is available for purchase from the UNENE Office. Note that "The Essential CANDU" is also available in digital format online, at no cost ([www.unene.ca/essentialcandu](http://www.unene.ca/essentialcandu)).

For other supplies, such as stationery, calculators and computers, supplies are available in the McMaster Campus Bookstore, in GH-B101. See also commercial bookstores or outlets.

## **STUDENT WELLNESS CENTRE**

You can access health services on campus in the Campus Health Centre, which is in the McMaster Student Centre B101 ext. 27700. The Centre provides medical care like a family physician, and health care is available throughout the year for all students. There is also a pharmacy located in the McMaster Student Centre. For more information on health care and wellness services and office hours, please visit <http://wellness.mcmaster.ca/>

## **EQUITY and INCLUSION OFFICE**

The Equity and Inclusion Office (EIO) promotes and supports institution-wide commitments to equity, diversity, inclusion, and accessibility. The overall goal is to create an environment where everyone can learn, work, teach or live in an atmosphere free from all forms of violence, harassment, and discrimination.

For more information, visit <https://equity.mcmaster.ca>.

## **ACADEMIC INTEGRITY OFFICE**

The Academic Integrity Office handles matters of academic dishonesty, research integrity and intellectual ownership. For more information, visit <http://www.mcmaster.ca/academicintegrity/>.

Policy: <https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>

Copyright Policy: <https://copyright.mcmaster.ca>

## **OMBUDS OFFICE**

The Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the McMaster University community, free of charge. It is available to handle university-related complaints and concerns, whether they are of academic or non-academic nature. The Ombuds Office is in MUSC 210. See website here: <https://www.mcmaster.ca/ombuds/>

## **UNIVERSITY PLANS, POLICIES, PROCEDURES & GUIDELINES**

University Plans, Policies, Procedures & Guidelines pertaining to Graduate Studies

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

Office location: Gilmour Hall, room 210

Discrimination and Harassment: Prevention & Response

<https://secretariat.mcmaster.ca/app/uploads/Discrimination-and-Harassment-Policy.pdf>

List of all policies and guidelines for students: <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/quick-link-students/>

Additional information is available on the UNENE website, [www.unene.ca](http://www.unene.ca).

## **GRADUATE STUDENTS' ASSOCIATION (GSA)**

There is no special UNENE Students' Association. UNENE students are encouraged to form and continue unofficial contacts with their peers.

## **ENGINEERING GRADUATE SOCIETY (EGS)**

The Engineering Graduate Society at McMaster University was founded in late 2014 to represent the opinions and interests of all Engineering graduate students to the University Authorities such as the Faculty of Engineering Graduate Student Association (GSA) and CUPE, among others.

EGS Website: <http://egs.mcmaster.ca/>

GSA Website: <https://gsa.mcmaster.ca/>

There is no specific UNENE Graduate Society.

## **APPEAL PROCEDURES**

The University Senate Policy on Student Appeal Procedures outlines the conditions and procedures under which students can make appeals for re-assessment of a course, exam, assignment, or program component based on errors in academic assessment or non-academic issues such as bias, unfair treatment, or other unjust circumstance. The policy also outlines procedures for appeals based on decisions or actions of University officials which are unrelated to courses or program requirements.

Students that wish to make an appeal should review the Senate policy document and discuss the issue with the Associate Chair (Graduate) if possible.

<https://gs.mcmaster.ca/current-students/resources/student-appeals/>.

*Please refer to the Graduate Calendar found on the School of Graduate Studies for more information regarding graduate studies.*

*The following page includes additional resources.*



## **RESOURCES**

<a href="#"><u>School of Graduate Studies Calendar</u></a>	Review the SGS Graduate Calendar for your program requirements
<a href="#"><u>UNENE Website</u></a>	Explore “Resources” on the McMaster website for information on degree options, course options, and more!
<a href="#"><u>SGS Student Resources</u></a>	Forms and policies for graduate students
<a href="#"><u>Fees and Payment</u></a>	Information regarding fees and payments.
<a href="#"><u>Policies, Procedures, and Guidelines</u></a>	Important policies to review
<a href="#"><u>Student Accessibility Services</u></a>	Provides academic accommodation assistance and supports to students with disabilities at McMaster.
<a href="#"><u>Completing your degree</u></a>	Important information about completing your degree

## **MOSAIC STUDENT CENTRE, EXPLAINED**

McMaster’s online Student Center provides access to the following academic, personal, and financial information:

<b>Academics:</b>		
<ul style="list-style-type: none"> <li>• Class Search</li> <li>• Academic Planner</li> <li>• Enrollment</li> <li>• Class Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Course History</li> <li>• Enrolment/Financial Letters</li> <li>• Grades</li> <li>• Program/Plan/Sub-plan Selection</li> </ul>	<ul style="list-style-type: none"> <li>• Transcripts               <ul style="list-style-type: none"> <li>○ Instant access to Unofficial Transcripts</li> <li>○ Ability to order official transcripts</li> </ul> </li> <li>• Academic Advising</li> <li>• Service Request</li> </ul>
<b>Finances:</b>		
<ul style="list-style-type: none"> <li>• Account Inquiry</li> <li>• Make a Payment</li> </ul>	<ul style="list-style-type: none"> <li>• Charges Due</li> <li>• Enrolment/Financial Letters</li> </ul>	<ul style="list-style-type: none"> <li>• View/Print T2202A/T4A</li> <li>• Travel Expense Reimbursement</li> </ul>
<b>Personal Information:</b>		
<ul style="list-style-type: none"> <li>• Change mailing address</li> </ul>	<ul style="list-style-type: none"> <li>• Add emergency contacts</li> </ul>	<ul style="list-style-type: none"> <li>• Direct deposit</li> </ul>
<b>Scholarships/Financial Aid:</b>		
<ul style="list-style-type: none"> <li>• Unified application for many scholarships and bursaries</li> </ul>	<ul style="list-style-type: none"> <li>• Application to determine eligibility for work study positions</li> </ul>	

To access these services, you need to activate your MAC ID account and enable your MAC ID services. For a complete list of all services and help with your MAC ID, please visit

<https://www.mcmaster.ca/uts/macid>

***If there are any missing links, please let us know!***

## ***Any Questions?***

## ***Reach us at UNENE@McMaster.ca***